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STRAFFORD
WAKEFIELD

December 9, 2020

Conner MacIver
Town Administrator
Town of Barrington, New Hampshire
333 Calef Highway, PO Box 660
Barrington, New Hampshire 03825

Re: CDBG Grant Writing and Administration Proposal

Dear Connor:

Strafford Regional Planning Commission (SRPC) is pleased to submit a proposal to the Town for CDBG Grant Writing Services. The NH Community Development Finance Authority (CDFA) allows regional planning commissions to provide direct grant writing and administration services to municipalities without a competitive selection process.

Strafford Regional Planning Commission (SRPC) recently worked with Strafford County and the Community Action Partnership of Strafford County to write a proposal for \$500,000 of CDBG-CV funds to support COVID-19 related homeless shelter and services. The proposal, our first, was the highest scoring application of the grant round and was commended by CDFA staff for its clarity and readability. SRPC is new to CDBG grant writing and administration and has been directly recruited and trained by NH CDFA to provide these services.

SRPC's Grant Writing Fee is proposed at \$4,000 subject to a successfully awarded application. As Barrington is a dues paying member of the SRPC, no fee would be due should the application not be awarded. Should Barrington select SRPC as its grant writer, we would ask that the Town also consider SRPC to serve as the Grant Administrator.

The Grant Writing Team would consist of myself, along with James Burdin, Senior Regional Planner, and Nancy O'Connor, Equity and Engagement Planner. The team has successfully written numerous grant applications. Most recent funded project proposals written by Nancy and James have included:

- \$500,000 CDBG-CV grant for the Strafford County homeless shelter (mentioned above)
- \$380,000 EDA CARES grant to support economic recovery efforts
- \$40,000 NH Children's Health Foundation for Promoting Outdoor Play!
- \$120,000 Tufts Foundation Creating Healthy Age Friendly Communities

Project Team Biographies

Jennifer Czysz, AICP, Executive Director (2018-Present) manages the daily operations of the agency by providing administrative and managerial direction in the areas of policy formation, budget maintenance, staff resource allocation, and management of complex planning projects. Prior to joining SRPC in May of 2018, she served as the Assistant Director at Nashua Regional Planning Commission where she managed the office's land use programs including local technical assistance and served as the Program Manager for the statewide Granite State Future (\$3.4 million HUD grant) efforts and supported the many program partners and committees to engage stakeholders and coordinated efforts of the regional planning commissions to formulate statewide core data and a snapshot of regional priorities. Previously, she served as a Senior Planner at the NH Office of Energy and Planning and a Regional Planner at Southern NH Planning Commission working in the areas of land use policy, municipal and regional planning assistance, water resources housing, natural hazard mitigation, and emergency management planning. She has served as President and Vice President of the NH Planners Association and the NH State Director of the Northern New England Chapter of the American Planning Association and currently serves on the Board of Directors for NeighborWorks Southern NH. Jennifer is a graduate of MIT's Department of Urban Studies and Planning, with a Masters in City Planning and a Certificate in Urban Design, and a B.Arch. from Norwich University.

James Burdin, AICP, Senior Regional Planner (2017- Present) has been employed by Strafford Regional Planning Commission since January 2017 and specializes in local planning assistance; land use; economic development planning; hazard mitigation planning; and data analysis. James serves as the manager from SRPC's Economic Development District and provides contract management for SRPC's Brownfields programs. Before coming to SRPC, James was a zoning planner for the City of Columbus, OH where he staffed the Development Commission and processed zoning amendments, including drafting ordinances and making recommendations to City Council. James also spent two years with the Ohio Development Services Agency where he reviewed economic development incentives for compliance with contractual obligations, worked with non-compliant companies to recover taxpayer funds, and reviewed grant applications for Ohio Historic Preservation Tax Credits and Local Government Innovation Fund grants and loans. Current projects include: EPA Brownfields Award Management, Strafford Economic Development District operations (including Comprehensive Economic Development Strategy research and assistance); local land use planning and comprehensive planning technical assistance.

Nancy O' Connor, Equity and Engagement Planner (2017-Present) brings experience in communications, writing, editing, research, public outreach, and engagement to Strafford Regional Planning Commission. Nancy joined Strafford RPC from the City of Boston where she worked in the Mayor's Office of Workforce Development doing communications and outreach with a wide variety of organizations and community groups across the city. She maintains a strong belief in access to information and strives to make technical complicated concepts, data, and documentation accessible and engaging and has experience dealing with stakeholders at all levels. Economic, equity and social issues have been the focus of her studies and work. In prior and present work, she has engaged extensively with the public, non-profit and public sector organizations. With an excellent relationship building record, experience with a wide range of stakeholders, and event coordination experience, Nancy brings a unique set of skills to the organization. Current projects include: Strafford Economic Development District CEDS updates and strategy committee, Partnering for Performance NH; public outreach and engagement, public health, recreation, grant-writing and administration.

Strafford Regional Planning Commission looks forward to continued collaboration and support of the Town as it works to implement its planning goals. We thank you for your consideration. Should you have any questions, please do not hesitate to contact me at jczysz@strafford.org. You may also reach my by phone at the office, 603-994-3500 x100, or by cell, 603-545-1035.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jen Czysz', with a stylized flourish at the end.

Jen Czysz, AICP
Executive Director